



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ON-CALL SERVICES FOR CIVIL ENGINEERING**

AMENDMENT #2

APRIL 13, 2011

Amendment #2 includes the responses to questions received in writing and at the Pre-Submission Conference on April 12, 2011 as well as revisions to solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. On page 5 of the RFQ, Item E says to print a copy and include it in the Original unbound copy only. Should we not include anything as Tab 4 in the 8 bound copies?

Response: Respondents should complete the form online, print a copy of the completed form and submit the form with an original signature in the unbound copy of the SOQ only. The Discretionary Contracts Disclosure Form does not need to be included within the eight bound copies.

2. On page 5 of the RFQ, there is mention of a 15 page limit for the Statement of Qualification section. Resumes do not appear to be a part of this page limitation, but we would like to confirm. Can you tell me whether the 15 pages include resumes?

Response: The resumes are not included in the 15 page limit for the Statement of Qualifications.

3. Are there any specific form(s) that need to be filled out by the subconsultant(s)?

Response: The Discretionary Contracts Disclosure form needs to be submitted by/for the subconsultant(s) as well as the prime firm.

4. Do we need to submit one (1) unbound Qualification Statement, in this RFQ?

Response: Yes, each firm is responsible for providing nine (9) packets consisting of: one (1) unbound original Qualification Statement, eight (8) printed copies of the submittal and one (1) copy of the entire submittal in an Adobe PDF format on a compact disk.

5. Please clarify the two (2) page maximum for resumes.

Response: Resumes for each team key team member are limited to a two (2) pages maximum for each key team member.

6. How many firms will be selected?

Response: No less than 4 firms will be selected, but at this time the maximum number has not yet been determined.

7. What constitutes high profile?

Response: A solicitation is considered high profile when the value of the contract is expected to be \$1 million or more, high community interest or highly complex or technical in nature.

8. Will Team's experience for San Antonio Region Issues and past experience with San Antonio contracts be considered for both Prime and Subcontractor?

Response: The firm's Team (including subcontractor) will be considered in the evaluation criteria.

9. Since this is a high profile solicitation, what is the deadline for campaign contributions?

Response: The “black out” period for campaign contributions is on the 10th business day (April 18, 2011) day after solicitation has been released until (30) calendar days after the contract has been awarded.

10. How much was awarded to the current on-call contractors? Were all the contracts extended?

Response: City Council awarded the initial contracts at \$250,000.00 annually on February 14, 2008 via Ordinance 2008-02-01-0110 and an amendment was approved by City Council on December 3, 2009 to increase the contracts to \$500,000.00 via ordinance 2009-12-03-0977. Yes, the City exercised its right to extend all contracts for two (2) additional one year extensions.

11. If the prime firm is not an SBE, but has SBE subcontractors will the prime firm be qualified to receive the 15 points under the evaluation section D, SBEDA SBE Prime Contract Program?

Response: No, only qualified SBE firms certified by the South Central Texas Regional Certification Agency (SCTRCA) and headquartered (or having a significant business presence) in the San Antonio Metropolitan Statistical Area (SAMSA) are eligible to receive the 15 points.

12. If your subconsultant has local experience with San Antonio Region Issues, will be points be considered?

Response: Yes, the Team’s experience with San Antonio Region Issues will be considered in the evaluation process. Please refer to section IX. Evaluation Criteria, paragraph B. Team’s Experience with San Antonio Region Issues and past experience with City of San Antonio contracts for addition information regarding this criteria.

13. What is the annual revenue to be considered an SBE for A/E Services?

Response: Per SBA size standards, \$4.5 million dollars is the threshold for engineering services. Please keep in mind SBEs must be registered through the SCTRCA and be headquartered (or have a significant business presence) in the SAMSA.

14. What is considered significant business presence for SAMSA?

Response: Significant business presence is defined as a business that is located within the SAMSA for at least one year and from which 20% of its full-time, part-time, and contract employees are regularly based, and from which a substantial role in the performance of a Commercially Useful Function is conducted.

15. What about environmental and geotechnical services?

Response: These services shall be provided as part of the design of a Capital Improvements Project.

16. Are consultants with existing contracts precluded from submitting?

Response: No.

17. What counties makeup the SAMSA?

Response: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

II. REVISIONS TO THE RFQ AND SOLICITATION DOCUMENTS

1. In section IX. Evaluation Criteria of the RFQ, on page 9, A. Experience of the Prime Firm and Key Personnel, Section 2. Project Sheets, item 6 which states:

“Name of Design Architect”

Is amended to read:

“Name of Design Engineer”

END OF REVISIONS

No other items, dates, or deadlines for this RFQ are changed.